

24 JUL 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information Services Staff

SUBJECT: ISS Weekly Report (17-23 July 1980)

Classification Review Division

CRD processed approximately 39,000 pages of CIA material and declassified 30 percent.

Regulations Control Division

RCD processed 33 regulatory issuances during this period, including priority processing of

Records Management Division

RMD personnel are conducting a survey of filing equipment in the Office of Imagery Analysis; assisting OMS in the development of their new medical forms; coordinating the microfilming of records for a sensitive Agency project; and converting the ISS automated DECAL system from the OCR/AEGIS system to ODP/GIMS.

Information and Privacy Division

A separate report is attached.

Attachment

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MEMORANDUM FOR: Deputy Director for Administration

FROM:



Chief, Information and Privacy Division, ISS

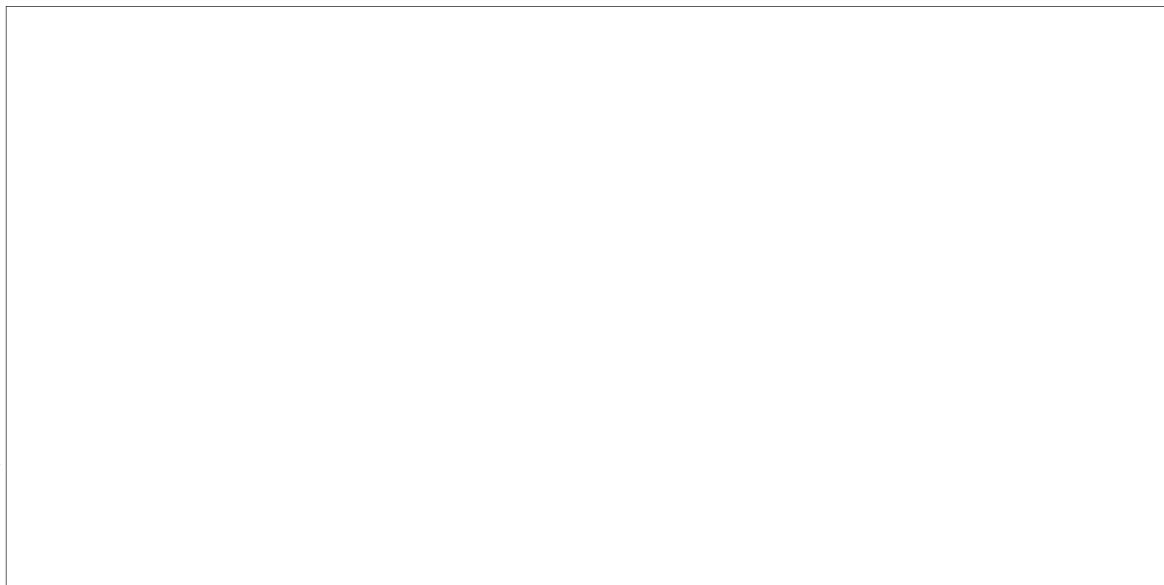
SUBJECT: IPD/ISS Weekly Report (17-23 July)

1. The Week in Review

	<u>17-23 Jul</u>	<u>1980 Weekly Average</u>
a. New cases logged	78	62.3
b. Cases closed	61	54.6
c. New appeals logged	5	2.1
d. Appeals closed	1	2.9
e. Manpower (man-weeks)	135.8	122.7

2. Current Backlogs

- a. Initial requests - 2873
- b. Appeals - 395



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5. Analysis

a. Plans are now being made for the fourth annual FOI/PA symposium, which will be held on 17-19 September 1980. The theme for this year is "FOI/PA: The Intelligence Community and the Customer." The previous annual sessions have dealt with the Freedom of Information and Privacy Acts, as such; the problems involved in dealing with the Acts over the long haul; and the impact of the Acts on the intelligence community as a whole. Our next logical step, therefore, is to look at the Acts from the perspective of the requester. We hope to arrange for representative outside speakers, as well as hearing from knowledgeable persons from within the Agency. IPD would appreciate suggestions for topics appropriate for discussion at the symposium. (Please contact [redacted])

[redacted] A formal notice will be forthcoming shortly.

b. Some statistical data comparing our workload/production on initial requests for the first half of CY 1980 with the corresponding period for CY 1979 are presented in the table below. The number of new requests logged has increased only slightly, while the number of cases completed is down considerably. The manpower expended in administering these programs, however, has significantly increased. (The manpower figures cover actions on appeals and litigation as well as initial requests.)

	<u>CY 79</u> <u>(thru 3 July)</u>	<u>CY 80</u> <u>(thru 2 July)</u>	<u>% Change</u>
<u>Workload</u>			
Cases logged	1,551	1,625	+ 4.77%
FOIA	649	652	+ .46%
PA	825	920	+11.52%
EO	77	53	-31.17%
<u>Production</u>			
Cases closed	1,704	1,423	-16.49%
FOIA	740	544	-26.49%
PA	858	762	-11.19%
EO	106	117	+10.38%
<u>Manpower</u>			
Actual man-hours	91,392.4	113,569	+24.27%

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